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## **Using College Work Study Interface**

**Georgia Enhanced Banner Student and  
Financial Aid Systems User Documentation**

Version 7.0

**Office of Information and  
Instructional Technology**

**February 2006**

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## Using Georgia Enhanced College Work Study Interface

### Introduction to College Work Study Interface

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#### Purpose of CWSI

The Georgia Banner Enhanced Student and Financial Aid College Work Study Interface (CWSI) process inserts College Work Study payroll information from PeopleSoft HRMS into Banner, eliminating manual entry. Users maintain CWSI through Banner baseline and Georgia Enhancements.

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#### Target Audience

Target audience includes the following:

- Financial Aid Officers
- Payroll Officers
- Business Officers

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#### Purpose and Scope of Document

This document explains how to use the Georgia Enhanced version of College Work Study Interface that accommodates University System of Georgia needs and requirements.

This chapter includes the following topics:

- Introduction to CWSI
- CWSI Menu Reference
- CWSI Process Flow
- Using CWSI
  - Establishing CWSI Codes and Rules
  - Awarding and Creating Employment Authorizations
  - Creating the PeopleSoft Load File
  - Verifying and Correcting CWSI Error Results
  - Loading CWSI Data into Banner
  - Verifying CWSI Results

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## Graphics



Graphic cues used in this document assist with labeling of steps and items that are particularly important.



Steps for recovery or support.



For additional information, see references.



Exercise caution.

Warning: an error here is critical.

## References



For information about the baseline product, see *Using SCT Banner, Financial Aid User Manual, Chapter 16, Student Employment*.

## Support

For additional OIIT resources and support, contact the OIIT HELPDESK:

Web

[http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services)  
(self-service ticket submission)

E-mail

[helpdesk@usg.edu](mailto:helpdesk@usg.edu)

For urgent or production down situations, call the OIIT HELPDESK:

Local

706-583-2001

Toll free within

Georgia

1-888-875-3697

## College Work Study Interface Menu and Forms Reference

### Overview

Use the following Banner baseline forms to establish and maintain College Work Study:

Descriptive Title	Name
Employment Authorization Status Validation Form	RTVAUST
Job Title Requirements Form	RJRJREQ
Job Title Base Data Form	RJRJOBT
Placement Base Data Form	RJAPLBD
Placement Rules Form	RJRPLRL
Student Employment Default Rules Form	RJRSEDR
Award Form	RPAAWRD
Student Employment Authorizations Form	RJASEAR

Use the following Georgia Enhancement processes to load and update student records for College Work Study:

Descriptive Title	Name
CWSI Load Process	ZRPWST1
CWSI Update Process	ZRPWST2
CWSI Remaining Balance Report	ZRRWSTD

## CWSI Process Flow

**Description of CWSI** The College Work Study Interface updates Banner with student college work study payroll information from PeopleSoft HRMS. Tasks are grouped into the following steps:

- Establishing CWSI Codes and Rules
- Awarding and Creating Employment Authorizations
- Creating the PeopleSoft Load File
- Verifying and Correcting CWSI Error Results
- Loading CWSI Data into Banner
- Verifying CWSI Results

**Timeframe** Schools must load and update Banner with College Work Study payroll information from PeopleSoft HRMS at the end of each pay period.

**Overview of CWSI  
Process Flow**

Complete the following steps to load and update College Work Study payroll information in Banner:

**I. Establishing CWSI Codes and Rules**

1. Create Authorization Status codes.	RTVAUST
2. Establish job skills.	RJRJREQ
3. Associate job titles and descriptions with valid pay rates.	RJRJOBT
4. Establish name and address information for student employment locations.	RJAPLBD
5. Build the job placement rules.	RJRPLRL
6. Build the employment default rules.	RJRSEDR



**II. Awarding and Creating Employment Authorizations**

1. Create the award for the students entitled to receive CWS.	RPAAWRD
2. Create the employment authorization for each student.	RJASEAR



**III. Creating the PeopleSoft Load File**

1. Create the FWSxxx file in PeopleSoft to be loaded into Banner.	
2. Move the file to a location where it can be processed by Banner.	



**IV. Loading the PeopleSoft File into Banner**

1. Execute the CWSI Load process.	ZRPWST1
2. Review the error report.	zrpwst1.lis
3. Make necessary corrections according to the error message received in the output file.	

**(continued)**



**V. Updating Records in Banner**

1. Execute the CWSI Update process.	ZRPWST2
2. Verify the report output files.	.lis & .log
3. Verify records are updated in Banner.	RPAAWRD and RJASEAR



**VI. Verifying Reports**

1. Generate the CWSI Remaining Balance Report.	ZRRWSTD
2. Review the Balance Report output.	.lis & .log

## Using College Work Study Interface

### I. Establishing CWSI Codes and Rules

#### Preliminary Requirements

Specific required information must exist for each student in the following forms before using CWSI:

Descriptive Title	Name
Identification Form	SPAIDEN
Award Form	RPAAWRD
Student Employment Authorization Form	RJASEAR

#### CWSI Codes and Rules

You must establish CWSI codes and rules before using the CWSI process.

Create a student employment authorization using the Authorization Status Code Validation form (RTVAUST).

Define and maintain the requirements to fill a position in the Job Title Requirements form (RJRJREQ). Job titles are associated with valid pay rates in the Job Title Base Data form (RJRJOBT); valid pay rates are used in the calculation with number of hours to work to determine the pay amount. This information helps prevent over-awards for the college work study program.

Each department/office that employs a college work study recipient requires a placement record. Establish this record in the Placement Base Data form (RJAPLBD) that stores the placement code, supervisor, and address information. Each placement record is associated with job placement rules that are established in the Placement Rules form (RJRPLRL). The position, allocation, employment class, and origination codes are entered in this form.

Build employment default rules for each aid year in Student Employment Default Rules form (RJRSEDR). The authorization start and end dates define the period of time the student is authorized for employment in a department. The starting and ending pay dates define the first and last date of payment to the student. The authorization status code declares a student authorized to work under the work study program for the defined aid year.

Complete the steps that follow to establish CWSI codes and rules.

**1. Create  
Authorization  
Status Codes  
(RTVAUST)**

Create student employment authorization status codes on the Employment Authorization Status Validation form (RTVAUST). The status code defines an authorization code that is used in conjunction with the student's employment.

The screenshot shows a software interface titled "Employment Authorization Status Validation RTVAUST 7.0". The main area is a grid with three columns: "Status", "Description", and "Activity". The "Status" column contains several entries: AUTH, MOVE, RESQ, TERM, and four empty rows. The "Description" column provides details for each status: "Authorized To Work", "Moved to Different Position", "Resigned From Job", "Terminated From Job", and four empty rows. The "Activity" column contains a single checked checkbox under the first row, followed by four empty rows. The entire grid has a light green background color.

**2. Establish Job  
Skills  
(RJRJREQ)**

Establish job skills on the Job Title Requirements form (RJRJREQ). The requirements to fill a position are associated with a specific job title.

The screenshot shows a software interface titled "Job Title Requirements RJRJREQ 7.0". It displays a list of job titles and their requirements. The first entry is highlighted with a blue selection bar. The "Job Title" field contains "1501 OFFICE ASSISTANT" and the "Requirements" field contains "General clerical duties. May include: typing, filing, sorting, photocopying, deliveries, errands, answering telephone. P C knowledge helpful. Performs related tasks as assigned.". Below this, there are two more job title entries with empty requirement fields. At the bottom of the screen, there is a "Requirements Search" section with a "Requirements Keyword" input field.

### 3. Associate Jobs with Pay Rates (RJRJOBT)

On the Job Title Base Data form (RJRJOBT), associate job titles with valid pay ranges.

#### **4. Establish Name and Address (RJAPLBD)**

On the Placement Base Data form (RJAPLBD), create and maintain name and address information for student employment locations.

Placement: ACAPV VP, ACADEMIC AFFAIRS

Supervisor: Jane Doe

Address: 111 Work For Me Way

City: Athens

StateProvence: GA

ZIPPostal Code: 30606

Nation: US United States of America

Telephone: 706

Activity Date: 02-MAR-2000

## 5. Build Job Placement Rules (RJRPLRL)

Build Job Placement Rules on the Placement Rules form (RJRPLRL). Positions and the associated allocation for positions are established and maintained in this form for each student employment location.

The screenshot shows the Placement Rules (RJRPLRL) form. At the top, the aid year is set to 0405 and the placement code is ACAPV, VP, ACADEMIC AFFAIRS. Below this, there are three sections for defining job placement rules:

- Position:** 50001
- Allocation:** 2000.00
- Employee Class:** ST STUDENT
- Chart of Accounts Code:** (empty)
- Organization Code:** ACAPV

Below these, there are two more identical sections for additional job placement rules.

## 6. Build Employment Default Rules (RJRSEDR)

Build the employment default files in the Student Employment Default Rules form (RJRSEDR). The employment default rules define the authorization dates and pay dates for a specific aid year.

The screenshot shows the Student Employment Default Rules (RJRSEDR) form. At the top, the aid year is set to 0405, and the aid year is explicitly shown as 2004-2005. The form contains the following fields:

- Authorization Start Date:** 01-JUL-2004
- Authorization End Date:** 30-JUN-2005
- Starting Pay Date:** 01-JUL-2004
- Ending Pay Date:** 30-JUL-2005
- Authorization Status:** AUTH (selected) Authorized To Work

## ***II. Creating and Awarding Employment Authorizations***

### **Employment Authorizations**

A student must have an award for college work study in the Award form (RPAAWRD), and a student employment record must exist in the Student Employment Authorization form (RJASEAR). Both of these forms are updated with payroll information by the completed CWSI processes.

#### **1. Create Awards for CWS (RPAAWRD)**

Create awards for college work study on the Award form (RPAAWRD). A student must meet all eligibility requirements to receive an award for the College Work Study program.

The screenshot shows the 'Award Maintenance RPAAWRD 7.3' application window. At the top, there are fields for 'Aid Year' (0405) and 'ID' (741741741, with 'Chicken Run' typed in the comment field). Below this are three tabs: 'Award Maintenance' (selected), 'Fund Awards by Term', and 'Disbursement Schedule'. The main area is titled 'Fund Awards' and contains a grid of data for three funds: FPERKN, FSUB, and FWKSTY. The columns represent various financial metrics: Fund, Description, Status, Lock, System, Offered, Accepted, Declined or Cancelled, Memoed or Authorized, Paid, and Override. The 'Offered' column shows values like 4000.00, 2625.00, and 3000.00. The 'Accepted' column shows values like 4000.00, 2625.00, and 3000.00. The 'Paid' column shows values like .00, .00, and .00. The 'Override' column has checkboxes, some of which are checked. A 'Detail Override Exists' checkbox is also present. At the bottom of the grid, 'Award Totals' are displayed: 9625.00, 9625.00, and .00. Below the grid, there are two tabs: 'Summary' (selected) and 'Packaging Group'. The 'Summary' tab displays budget and aid period details: Budget (13,318.00), Resource (.00), Offered (9625.00), Group (UGINON), Pell EFC (0), Aid Period (FULL), FM (.00), IM (13,318.00), Gross Need (13,318.00), and Unmet Need (4,693.00). There is also a note about Subsidized Loan Exclusion Amount.

## 2. Create Employment Authorizations (RJASEAR)

On the Student Employment Authorization form (RJASEAR), create the employment authorization for each student during a specific aid year.

The screenshot shows the RJASEAR application window. At the top, it displays 'Aid Year: 0405' and 'ID: 741741741'. Below this is a section titled 'Awards' which includes columns for Fund (FWMKSTY), Status (SACP), Offered (\$3,000.00), Accepted (\$3,000.00), Paid, and Remaining (\$3,000.00). The 'Offered' and 'Accepted' amounts are identical. The 'Remaining' amount is also \$3,000.00. Below the awards section is a 'Authorizations' table with the following data:

Fund:	Placement:	Position:	Status:	Pay Rate:	Authorized Hours:	Authorized Earnings:	Stipend Amount:	Activity Date:
FWMKSTY	ACAVP	000002	AUTH	5.15	575	2,961.25		12-OCT-2005

On the right side of the screen, there are two boxes: 'Authorization' and 'Payroll', each containing 'Start Date' and 'End Date' fields. The 'Authorization' box has 'Start Date: 08-AUG-2004' and 'End Date: 30-JUN-2005'. The 'Payroll' box has 'Start Date: 08-AUG-2004' and 'End Date: 30-JUL-2005'.

### ***III. Creating the PeopleSoft Flat File***

#### **PeopleSoft Flat File**

At the end of the pay period, a payroll officer creates the FWSxxx file in PeopleSoft HRMS. This file contains only college work study payroll data. The FWSxxx file is moved from the c:/temp directory to the \$DATA\_HOME/tapedata/finaid directory for the load process to read the file.

#### **1. Create the GJPxxx Flat File**

In PeopleSoft, create the FWSxxx flat file, where xxx is the run ID in PeopleSoft that is used to post the student payroll dollars to RPAAWRD and RJASEAR.

Board of Regents > BOR Payroll > Interfaces > GL Interface

The flat file is created and stored in the c:/temp directory unless otherwise designated by the user.

#### **FWSxxx File Layout**

Field	Position	Length	Format	Comments
Account	1-6	6	Char	Must begin with 723
Fund	7-11	5	Char	
Department ID	12-21	10	Char	
Program	22-26	5	Char	
Class	27-31	5	Char	
Budget Period	32-35	4	Char	
Project ID	36-50	15	Char	
Check Date	51-61	11	Date	DD-MON-YYYY
SSN	62-70	9	Char	
Expense Amount	71-79	9	Sign 7.2	999999.99 (negative sign -99999.99)
Encumbered Amount	80-88	9	Sign 7.2	999999.99 (negative sign -99999.99)
Pay Run ID	89-92	4	Char	
Name	93-142	50	Char	
Emplid	143-153	11	Char	
Position Number	154-161	8	Char	
Position Pool ID	162-164	3	Char	
Account Code	165-189	25	Char	
Pay Run Description	190-219	30	Char	
Transaction Type	220-221	2	Char	
Pay Group	222-224	3	Char	

**2. Move the Flat File**



Move the flat file, FWSxxx, from the c:/temp directory to the \$DATA\_HOME/tapedata/finaid directory.

The file must be in this location for the CWSI load process to read it.

## **IV. Loading the PeopleSoft File into Banner**

**CWSI Load Process**

The College Work Study Load process (ZRPWST1) generates an error report to use to make corrections before you run the next process in the College Work Study Interface.

**1. Execute the CWSI Load Process (ZRPWST1)**



Use the CWSI Load process to load and report flat file data in the temporary table used for processing CWSI. Execute the process through Job Submission (GJAPCTL) in Banner. Following is information about each of the four parameters to use when running this process.

**Note:** The FWS###.txt file must be located in the \$DATA\_HOME/tapedata/finaid directory for the process to read the file.

**ZRPWST1 Parameters**

No.	Name	Req?	Description/Instructions	Values
01	File Name	Yes	Enter the name of the flat file created in PeopleSoft.	FWS###.txt
02	Aid Year Code	Yes	Enter the appropriate Aid Year for the term you are processing payroll data.	YYYY
03	Term Code	Yes	Enter the term code to be used for posting the payroll data in Banner	
04	Fund Code	Yes	Enter the fund code used for the College Work Study Program.	

**2. Review the Error Report**

The CWSI Load process generates an error report that lists students/individuals to be loaded into Banner that are missing specific required data. The records must be corrected manually before you run the update process.

Following is a list of errors that you may see on the error report.

Error	Description of Error
No SPRIDEN Record	This error appears when a payroll record for a student exists that has no SPRIDEN record.
No Employment Authorization Record	This error appears when the student is missing a record in the Student Employment Authorization form (RJASEAR).
No Award Record	This error appears when the student does not have a record in the Award form (RPAAWRD).
No SGBSTN Record Exists	This error appears when the student does not have a record in the General Student form (SGASTDN).

Following is a sample of a zrpwst1.lis file with no errors produced when the CWSI Load process is executed.

```
* * * * * ZRPWST1 * * * * *
version 7.0

Run began on 08-Sep-05 at 11:30:48
-----
***** Run parameters *****
File Name : FWS715.TXT
Aid Year : 0405
Term Code : 200408
Fund Code : FWKSTY
-----
Work Study Records Without ERRORS : 2
Work Study Records With ERRORS : 0
Total Work Study Records : 2
Total of Work Study Payroll including errors: 392.15
Run ended on 08-Sep-05 at 11:30:48
```

### 3. Make Corrections

Correct errors manually after reviewing the zrpwst1.lis file you receive when you execute the CWSI Load process. Create records in Banner to correct the “No SPRIDEN Record” error, “No Employment Authorization Record” error, “No Award Record” error, and “No SGBSTN Record” error.

Execute ZRPWST1 again.



Repeat this process until you receive no error messages on the report output.

## V. Updating Records In Banner

### CWSI Update Process

#### 1. Execute CWSI Update Process

The CWSI Update process (ZRPWST2) loads the payroll data into the Award form (RPAAWRD) and the Student Employment Authorization form (RJASEAR). The paid amount is updated in both forms. The remaining amount is updated in the RJASEAR form.

Run the CWSI Update process (ZRPWST2) process from job submission (GJAPCTL) to update RPAAWRD and RJASEAR.

Following is information about each of the parameters to use when running this process.

#### ZRPWST2 Parameters

No.	Name	Req?	Description/Instructions	Values
01	Aid Year Code	Yes	Enter the appropriate Aid Year for the term you are processing payroll data.	YYYY
02	Process Code	Yes	Enter the process code to audit the records that will be updated or to update the student records.	A (audit mode) or U (update mode)
03	Override Errors	Yes	Enter Y to override errors.	Y or N



#### 2. Verify Output Files

Always set Parameter 3 to 'N' unless you have verified with the Payroll Office that a correction is scheduled for the next payroll.

Verify that ZRPWST2 has completed successfully and that there are no errors. Sample output files follow:

#### Sample output for the audit .lis file:

```
Page: 1
Work Study Report of Students Processed
*****AUDIT VERSION NO RECORDS UPDATED*****
-----
ID      Name          Term      Amt      Pay      Semester   Total      Remaining   Fund
      Code        Date     Paid     Rate    Hours   Balance
-----  -----
741741741 Run, Chicken 200408 20030930 212.25 5.15    41.21 1075.50 2575.50 FWKSTY
987654321 Marshall, Bradlee Te 200408 20030930 180.50 5.15    35.05 1319.50 2819.50 FWKSTY
* * * * * ZRPWST2 * * * * *
version 7.0

Run began on 17-Nov-03 at 10:19:17
-----
***** Run parameters *****
Aid Year : 0405
Process Code : A
Override : N
-----
Total Amount Processed : 392.75
Total Records Processed : 2
Run ended on 17-Nov-03 at 10:19:17
```

## Sample output for the update .lis file:

Page: 1

Work Study Report of Students Processed

---

ID	Name	Term Code	DATE	Amt Paid	Pay Rate	Hours	Semester Balance	Total Remaining	Fund
741741741	Run,Chicken	200408	20030930	212.25	5.15	41.21	1075.50	2575.50	FWKSTY
967654321	Marshall, Bradlee Te	200408	20030930	180.50	5.15	35.05	1319.50	2819.50	FWKSTY

\* \* \* \* \* ZRPWST2 \* \* \* \* \*

version 7.0

Run began on 17-Nov-03 at 10:21:57

---

\*\*\*\*\* Run parameters \*\*\*\*\*

Aid Year : 0405

Process Code : U

Override : N

---

Total Amount Processed : 392.75

Total Records Processed : 2

Run ended on 17-Nov-03 at 10:21:57

### 3. Verify Update

Verify that the records updated by the process are displayed correctly on RPAAWRD and RJASEAR. The Paid column in both records is updated each time the student is paid.

RPAAWRD should display the amount the student was paid for the pay period.

RJASEAR should display the amount paid and the remaining award balance for the student.

The screenshot shows the RJASEAR software window titled "Student Employment Authorization RJASEAR 7.3". At the top, there are fields for "Aid Year" (0405) and "ID" (741741741), with a dropdown menu showing "Chicken Run". Below this is a table titled "Awards" with columns for Fund (FNMKSTY), Status (SACP), Offered (3,000.00), Accepted (3,000.00), Paid (212.25), and Remaining (2,575.50). To the right of the awards table is a vertical scroll bar. Below the awards table is a section titled "Authorizations" containing various dropdown menus and input fields for Fund (FNMKSTY), Placement (ACAVP), Position (000002), Suffix (00), Job Title (0301), Status (AUTH), Pay Rate (5.15), Authorized Hours (575), Authorized Earnings (2,961.25), Stipend Amount, and Activity Date (12-OCT-2005). To the right of the authorizations section is another vertical scroll bar. On the far right, there are two sections: "Authorization" (Start Date: 08-AUG-2004, End Date: 30-JUN-2005) and "Payroll" (Start Date: 08-AUG-2004, End Date: 30-JUL-2005).

## ***VI. Verifying Reports***

### **CWSI Remaining Balance Report**

The CWSI Remaining Balance Report (ZRRWSTD) indicates the amount the student has remaining for payment from the work study program. This remaining balance is calculated based on the amount paid for the current pay period and all previous pay periods as well as the award amount.

#### **1. Generate the Remaining Balance**

ZRRWSTD provides the user with a list of the remaining award amount for each student. The remaining balance is calculated based on the amount paid to the student for the pay period and all previously posted pay periods.

Following is information about each of the parameters to use when running this process.

#### **ZRRWSTD Parameters**

No.	Name	Req?	Description/Instructions	Values
01	Aid Year Code	Yes	Enter the appropriate Aid Year for the term you are processing payroll data.	YYYY
02	Begin Term Code	Yes	Enter the beginning term code for the Aid Year selected.	
03	End Term Code	Yes	Enter the ending term code for the Aid Year selected.	
04	Fund Code	Yes	Enter the valid fund code for the College Work Study Program.	
05	Choose Order	Yes	Enter the order the report will print. 1 for alphabetical, 2 for SSN	1
06	Choose Report	Yes	Enter the report to print. 1 for error table listing, 2 for account balances, 3 for both	3

#### **2. Review Report Output**

Review the report output to determine if a student will exceed the award amount within the next pay period. Sample output follows on the next page:

**Sample output for the .lis file**

```
Page: 1
      Work Study Report of Students
      Fund Code : FWKSTY

Students with * have balances of $100 or less
-----
ID      Name          Amount Accepted    Amount Paid   Act  Work Lock
-----      -----
741741741 Run,Chicken        1,500.00       212.25     Y   ACAVP  N
987654321 Marshall, Bradlee Te  1,500.00       180.50     Y   BUSOFF N
* * * * * ZRRWSTD * * * * *
version 7.0

Run began on 17-Nov-03 at 10:24:55
-----
***** Run parameters *****
Aid Year : 0405
Begin Term Code : 200405
End Term Code : 200408
Fund Code : FWKSTY
...skipping...
Page: 1
      Work Study Report of Students
      Fund Code : FWKSTY

Students with * have balances of $100 or less
-----
ID      Name          Amount Accepted    Amount Paid   Act  Work Lock
-----      -----
741741741 Run,Chicken        1,500.00       212.25     Y   ACAVP  N
987654321 Marshall, Bradlee Te  1,500.00       180.50     Y   BUSOFF N
* * * * * ZRRWSTD * * * * *
version 7.0

Run began on 17-Nov-03 at 10:24:55
-----
***** Run parameters *****
Aid Year : 0405
Begin Term Code : 200405
End Term Code : 200408
Fund Code : FWKSTY
-----
Total records PRINTED : 2
Run ended on 17-Nov-03 at 10:24:55^L
* * * * * ZRRWSTD * * * * *
version 7.0

Run began on 17-Nov-03 at 10:24:55
-----
***** Run parameters *****
Aid Year : 0405
Begin Term Code : 200405
End Term Code : 200408
Fund Code : FWKSTY
-----
Run ended on 17-Nov-03 at 10:24:55
```